COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

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493 HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012

JON W. FULLINWIDER
CHIEF INFORMATION OFFICER

September 10, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
               Supervisor Don Knabe, Chair Pro Tem
               Supervisor Gloria Molina
               Supervisor Zev Yaroslavsky
               Supervisor Michael D. Antonovich

From: Jon W. Fullinwider
             Chief Information Officer

Subject: **BUSINESS CONTINUITY PLANNING – STATUS**

On March 4, 2003, your Board authorized the expenditure of $400,000 to purchase software and consulting services to support the development of a countywide Business Continuity Planning (BCP) program and requested quarterly status project reporting on BCP activities. This status report describes the BCP activities since our last status report submitted on June 5, 2003.

CURRENT STATUS/ACCOMPLISHMENTS

- Distributed a Request for Proposal (RFP) on June 5, 2003, to acquire web-based BCP software tools, consulting services to install and configure the software to meet the County's needs and to train County staff on software administration and use.

- Conducted a Proposer's Conference on June 23, 2003, to present an overview of the RFP and to answer vendor questions. On June 30, 2003, distributed an addendum to the RFP to respond to written questions and answers and questions raised at the Proposer's Conference.

- Received four vendor proposals by the July 15, 2003, RFP deadline. We assembled an evaluation committee comprised of members from the Chief Information Office (CIO), Chief Administrative Office/Office of Emergency Management (CAO/OEM), Auditor-Controller, Internal Services Department (ISD), and Public Works to review and evaluate the proposals. The balance of July 2003 and early August 2003, the committee conducted an evaluation proposal, held two one-day software demonstrations for the two highest ranked vendor proposers, and completed final scoring to select a winning vendor for negotiations.

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- Partnered with ISD to expand departmental participation for the Hot Site Disaster Recovery Test for the IBM Systems in the Downey Data Center on July 28-30, 2003. This effort is intended to limit the County's exposure in the event of a disaster by ensuring that as many departments as possible have participated in the Hot Site recovery test, evaluation and refinement process that follow these tests. Twelve new applications were identified and included in this test.

NEXT ACTIONS

- Currently, we are working with County Counsel to finalize a contract with the recommended vendor. Prior to filing the letter and agreement, we have scheduled a briefing for Board deputies the week of September 15, 2003.

- We are planning to file a Board letter and agreement on September 18, 2003, for consideration by your Board on September 30, 2003. As directed by your Board order on April 15, 2003, we will be scheduling this as a set item.

- Subject to approval by your Board, we will begin working with the vendor to install and customize the BCP software in October 2003. Staff from CAO/OEM and CIO will lead the BCP project, and the Emergency Management Council will provide executive oversight of the planning process.

We will continue to provide your Board with quarterly updates as the BCP process proceeds. Questions regarding this report should be directed to Bill Butler in CAO/OEM at (323) 980-2258 or Greg Melendez in the CIO at (213) 974-1710.

JWF:GM:ygd

c: Sharon Harper, Chief Deputy, CAO
      Tyler McCauley, Auditor-Controller
      Dave Lambertson, Interim Director, Internal Services Department
      Chair, Information Systems Commission
      Emergency Preparedness Deputies
      BCP Working Group